

5 FIAP

DISCUSSION DOCUMENT - PIP

For sub-commission meeting 26th-30th November 1982

Card service problems:

- a/ quality of cards: Kent Paper Co. recently increased the weight of the tv cards, they have now done the same for the film cards without warning. this automatically means increased costs for cards and postage. I have an alternate source but the same may happen again.
- b/ printing machine: nearing the end of its useful life. Investment in a photocopy machine (c.£2000) essential if we continue the card service.
- c/ postage is an ever increasing cost
- d/ there is a staff problem of dealing with the vast number of cards e.g. printer, collator.

In summary our problems with the card service will never go away. We will solve some as we go along but the basic problems of using this outdated technology remain.

<u>Costs of Film and TV card services per year</u> (based on average of the last two years)	
cards	£2,200
stencils	500
printing, inc.	
maintenance	428
jiffy bags	60
postage	2,000
	<u>5,188</u>
salaries:	
printer	721
clerk (80%/o)	2,800
	<u>£8,708</u>

PROPOSAL

* That we replace cards with a monthly micro-fiche service. The main problem I foresee is selling it to our subscribers.

Advantages to subscribers:

- a/ labour - no cards to file, the fiche are updated each month, the old fiche thrown away.
- b/ speed - monthly dispatches by airmail
- c/ cost - card service is due to be increased by 10%/o. We can maintain existing price, and possibly introduce lower price if we sell more subscriptions (or improve service).
- d/ corrections and revisions will be incorporated

Advantages to PIP:

- a/ cost - see estimate for film service (£3,500). TV service would add approx. £1,500 at most.
- b/ increased sales potential
- c/ removes dependence on skilled clerical help
- d/ removes admin problems e.g. office space, renewal of machinery.
- e/ simplifies service (no A and B and special services)
- f/ free East European service will be less costly in materials
- g/ stronger position re Film Literature Index
- h/ makes possible better utilisation of staff, i.e. higher standards, more periodicals indexed, non-film periodicals scanned etc.

I am confident that we can adapt to the new techniques. We should make our decision in time to implement it before the new year (April 1983)
N.B. we would continue to produce the annual volume.

CONSIDERATIONS IN THE CHANGE FROM A CARD SERVICE TO A MICROFICHE SERVICE

Advantages to subscribers

1. Financial aspects

- a) Subscriptions will be maintained at the present (1982) level for at least the next two years. ^{Progressive annual} ~~An~~ increases in subscription ^{are} inevitable in ~~1983~~ if we stay with the card service due to inflation in paper and postage costs.
- b) Future subscription rates may be lowered if the number of subscribers increases. The potential market for the microfiche service is not known, but is likely to be much greater than for the card service.
- c) Substantial savings will be made by not having to buy card cabinets, which are expensive in many countries.
- d) Present airmail subscribers will save the cost of the airmail supplement (North America £85.00)

2. Staff

Staff time at present used in filing cards is estimated at 22 working days (film), 10 days (TV)

3. Quality of service

- a) Microfiches will be sent by airmail.
- b) When received they are already updated and ready for use. No delay for interfiling.
- c) Revisions and corrections will be incorporated in the updated fiches.
- d) Cross references from alternative titles will be included.

4. Other advantages

- a) Space. The year's microfiches will occupy approximately 1cm. (film) or 0.5cm. (TV) of drawer space as compared with eight drawers (film) or four drawers (TV) of a standard library cabinet for the cards.
- b) It is impossible to lose or misfile individual cards. If a microfiche is lost it can be easily and cheaply replaced.
- c) Those subscribers who possess a reader/printer can very easily make reproductions on paper.
- d) Additional microfiche subscriptions for use in the same archive could be offered at nominal cost.

e) Microfiches are easily portable and can be used in other locations.

Disadvantages to subscribers

1. Financial aspects

Those who do not already possess a microfiche reader or reader/printer will need to buy one. However this is a one-time expense and it will be useful for other publications on microfiches. Cost in the UK for a simple reader is £75.00, in the USA \$50.00. For comparison an eight drawer cabinet for one year's film cards would cost in the UK £160.00.

2. Convenience for users

Unfamiliarity with microfiches might create initial problems for some users. Reference time is slightly longer. Cards can be reproduced on a photocopier.

3. Quality of service

One mailing per month instead of two-three dispatches of cards.

However the cards do have to be filed away before use.

4. Other d

The microfiche service has to be accepted as it is and cannot be adjusted to suit local needs.

MM
2 PAF?

date?

**Proposal for the operation of the microfiche services
of the "International Index to Film Periodicals"**

The dispatches of the microfiche service will be mailed eleven times per year, starting in March 1983. Each dispatch will be a complete record for the year up to that point, and on receipt of it the previous dispatch should be discarded. The eleventh (last) dispatch each year will incorporate the complete indexing of previous years back to, and including 1982. In this way, there will never be more than three different places in which to search through the entire records of the Index, that is the current year, the previous end-of-year cumulation and the ten-year cumulation.

However, following the procedure outlined above, the 1982 film index would not be available on microfiche until March 1984. We would therefore intend to produce a cumulation of that year in March 1983, which we would offer free of charge to purchasers of the ten-year cumulation in order that they may have a complete run on microfiches.

Five and ten-year cumulations are anticipated for the future.

SCHEDULE FOR THE OPERATION OF THE PROPOSED MICROFICHE SERVICE (FILM)

1983 Dispatch n°	No. of fiches	Month	Cumulation	No. of entries (approx.)	Comments <i>actual use</i>
1	1 1	March '83		700	648
2	2 2	April "	Dispatches 1-2	1,400	605 1253
3	3 3	May "	" 1-3	2,100	750 2003
4	4 4	June "	" 1-4	2,800	797 2800
5	6 5	July "	" 1-5	3,500	731 3531
6	6 7	Sept. "	" 1-6	4,900	740 4271
7	8	Oct. "	" 1-7	5,600	865 5136
8	9 9	Nov. "	" 1-8	6,300	1037 6173
9	10 10	Dec. "	" 1-9	7,000	930 7103
10	11	Jan. '84	" 1-10	7,700	1206 8309
11	25 24	Feb. "	All dispatches for 1982 + 1983	16,800	1495 9804
1984					
1 to 10 :	as	above			
11	36	Feb. '85	1982-84	25,000	
1985					
1 to 10 :	as	above			
11	48	Feb. '86	1982-85	33,600	

**Proposal for the operation of the microfiche service
of the "International Index to TV Periodicals"**

The dispatches of the microfiche service will be mailed eleven times per year, starting in March 1983. Each dispatch will be a complete record for the year up to that point, and on receipt of it the previous dispatch should be discarded. From 1984 the eleventh (last) dispatch of each year will incorporate the complete indexing of previous years.

SCHEDULE FOR THE OPERATION OF THE PROPOSED MICROFICHE SERVICE (TV)

1983 Dispatch n°	No. of fiches	Month	Cumulation	No. of entries (approx.)	Comments <i>Actual nos.</i>
1	1	March '83		400	301
2	2	April "	Dispatches 1-2	800	291 592
3	2	May "	" 1-3	1,200	262 854
4	3	June "	" 1-4	1,600	289 1143
5	3	July "	" 1-5	2,000	340 1483
6	4	Aug. "	" 1-6	2,400	405 1888
7	5	Oct. "	" 1-7	3,200	327 2215
8	4	Nov. "	" 1-8	3,600	352 2567
9	4	Dec. "	" 1-9	4,000	331 2898
10	7	Jan. '84	" 1-10	4,400	307 3205
11	5	Feb. "	" 1-11	4,800	353 3558
1984					
1 to 10 :	as	above			
11	14	Feb. '85	1983-84	9,600	
1985					
1 to 10 :	as	above			
11	21	Feb. '86	1983-85	14,400	